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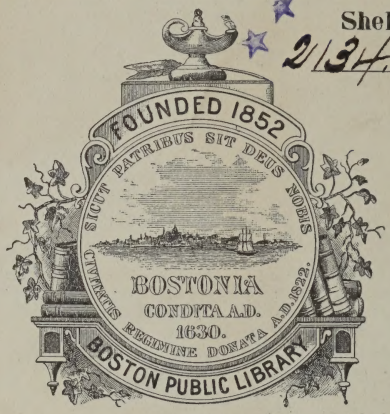

RULES AND REGULATIONS

OF THE

*2134.73

PUBLIC LIBRARY

OF THE

CITY OF BOSTON.

ADOPTED NOV. 8, 1853.

BOSTON:

J. H. EASTBURN, CITY PRINTER.

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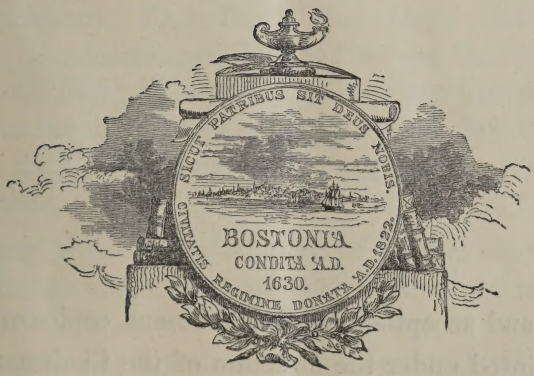

BOSTON:

J. H. EASTBURN, CITY PRINTER.

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Two copies

B.H.
Nov. 28, 1853

CITY OF BOSTON.

Public Library.

In Board of Trustees, November 8, 1853.

The Standing Committee on Arrangements and Regulations needful for circulating the books and using the Library, respectfully submit the following draft of Rules and Regulations, in an amended form, for the consideration of the Board of Trustees.

NATHANIEL B. SHURTLEFF,
SAMPSON REED,
Standing Committee.

Read and accepted, and five thousand copies ordered to be printed under the direction of the Chairman.

Attest: Edward Capen,
Secretary.

RULES AND REGULATIONS

OF THE

PUBLIC LIBRARY OF THE CITY OF BOSTON.

CHAPTER I.

OF THE USE OF THE READING ROOM.

Article 1. The Reading Room shall be open from nine o'clock in the forenoon to half-past nine o'clock in the evening of all secular days throughout the year, except those days which by custom are regarded as holidays, viz.: The Day of the Organization of the City Government; Fast Day; May Day; Independence Day; Commencement Day at Harvard College; School Festival Day; Thanksgiving Day; and Christmas Day; and to these shall be added any special holidays, which may, from time to time, be recognized as such by the Trustees.

Article 2. All inhabitants of Boston above the age of sixteen years, of respectable character, and of such orderly conduct and condition as not to interfere with the occupations and comfort of others, shall have free access to the Reading Room during all its regular hours, first signing a promise that they will observe all the existing Rules and Regulations, and all that may be subsequently prescribed by due authority: — provided always, that minors shall bring certificates from their parents or guardians, in a form to be furnished by the

Librarian, setting forth that they are persons who ought to enjoy the privileges of the Public Reading Room, and for whose conduct while there, such parents or guardians become responsible. See Appendix, (1,) and (2.)

Article 3. All books belonging to the Library may, at the discretion of the Librarian, be used in the Reading Room — a discretion he is required by the Trustees to exercise, especially in the case of minors.

Article 4. Every person entitled to use, in the Reading Room, the books of the Library, shall be furnished by the Librarian with a printed card, on which such person shall designate the particular book asked for by entering, in blanks left for that purpose, the number of the shelf on which it stands, the number of the book on the shelf, and, if it be part of a set, the number of the particular volume, — all which numbers can be easily ascertained from the printed copies of the catalogue always on the tables of the Reading Room; — and this card, which must be presented to the Librarian whenever a book is asked for to be used in the Reading Room, will be retained by him so long as its owner retains the book; but no book, so received, shall, for any reason whatever, be removed from the Reading Room by the person receiving it. See Appendix, (3.)

Article 5. Every person who may visit the Reading Room shall return each of the pamphlets and periodicals, such person may have used, to its proper place, and any books to the Librarian.

Article 6. Any person abusing the privileges of the Reading Room by unbecoming conduct there, or by the violation of any of its regulations, shall be at once reported by the Librarian to the Trustees, and by

them excluded from its benefits for a time, or permanently, according to the nature and degree of the delinquency or default; but, in case of any gross offence, the Librarian shall act summarily in the matter, and cause the offender to be, at once, excluded from the room, reporting the case to the Trustees as soon as possible, in writing, for their final decision. See Appendix, (2.)

Article 7. An alphabetical list of all the persons enjoying the Reading Room, shall be kept by the Librarian, the residence of each person being noted in it.

CHAPTER II.

OF THE USE OF THE LIBRARY.

Article 1. All inhabitants of the city of Boston, who may be duly certified to the Librarian as hereinafter specified, and whose residences, within the city, are made known to him with exactness in writing, shall — after signing a promise that they will observe all the existing Rules and Regulations of the Library, and all that may be subsequently prescribed by due authority — have free right to take books from the Library *for home use*, so long as they shall observe each and all of its regulations, viz.: —

First. All officers of the city government for the time being, and all persons who, at any time, may have been members of the city council.

Second. All persons holding office or having regular employment under the authority of the city government, duly certified to the Librarian as such. See Appendix, (4.)

Third. All ordained ministers of the gospel and city missionaries, regularly officiating in the city of Boston.

Fourth. All teachers of private schools regularly established within the city, duly made known to the Librarian as such.

Fifth. All members of the Normal School, duly certified as such. See Appendix, (6.)

Sixth. All the medal scholars annually graduated from the public schools of the city, together with a further number of scholars graduated at the same time from each school, not exceeding the number of its medal scholars, to be selected by the Chairman of its Sub-Committee, and with the medal scholars of the year, to be certified by him to the Librarian, as well deserving, from their proficiency in their studies, and from their good characters, to enjoy the privileges of the Public Library. See Appendix, (7.)

Seventh. Any person not an inhabitant of Boston, who shall be a benefactor to the Library to an amount not less than one hundred dollars.

Eighth. Any inhabitant of the city who shall deposit with the Librarian the full value which the Librarian may assign to the volume asked for, or, if it be part of a set, then of the whole set to which the volume may belong; the Librarian giving a receipt for the sum so deposited, which shall be repaid whenever the receipt and the book are both returned, first deducting any dues that may have been incurred by injury to the book or by its detention beyond the time allowed.

And Ninth. All other inhabitants of the city over the age of twenty-one years, who are known to the Librarian to be persons who ought to enjoy the privi-

leges of the Library, or who by printed vouchers, which shall be furnished at the Library, are duly certified to him to be such by some respectable and responsible citizen, who will thus make himself liable for any loss the Library may sustain in consequence; — which voucher may be withdrawn at any time by the person that gave it, provided no liability is then resting on it, by giving written notice to the Librarian that he does withdraw it. See Appendix, (5.)

Article 2. The Library shall be open for the delivery of books from three o'clock in the afternoon to eight o'clock in the evening, on all the days when the Reading Room is open, except during the fortnight immediately preceding the annual examination of the Library, which occurs on the last secular day of October; but no book shall be taken from its shelves, at any time, except by an officer of the Library.

Article 3. Every person entitled to borrow books out of the Public Library for home use, and desirous so to do, shall receive from the Librarian a printed card, on which the book asked for shall be designated in blanks left for the purpose, by entering the number of the shelf on which it stands, the number of the book itself on the shelf, and, if it be a part of a set, then the number of the particular volume; — all which numbers may be easily ascertained from the printed copies of the Catalogue always on the tables of the Reading Room; and this card, which will be presented to the Librarian as the *only* mode of obtaining any book that may be asked for, will be returned to its owner at once, if the book cannot be found; or, if it is found, then as soon as it is duly charged in the borrower's account. See Appendix, (8.)

Article 4. No person shall be allowed more than one volume at any one time, and no book shall be kept, by the person borrowing it, more than fourteen days; provided always, that any book may be renewed once to the same person, but not more than once, until it shall have been returned to the Library, and shall have remained there at least one full Library day.

Article 5. No person, who has borrowed a book from the Library, shall lend it to any person not a member of the same household.

Article 6. A list of all the persons who borrow books from the Library shall be kept by the Librarian, and a duplicate of it shall be always accessible in the Reading Room; the residence of each person, and the page where the loans to the same person are recorded, being inserted against the name.

Article 7. When any book that may be wanted by any person, who has a right to use the Library, does not belong to the Library, such person is particularly requested to enter its title on a card which the Librarian will furnish for the purpose, and to which the person's name and residence shall be added. See Appendix, (9.)

Article 8. To protect the Library against loss, and to secure to all a just and equitable share in its benefits, persons detaining any imperial octavo or larger volume longer than these regulations permit shall be fined three cents for each day of such detention, and two cents a day for the similar detention of any smaller volume; the Librarian being charged with the collection of these and all other dues to the Library.

Article 9. All Encyclopædias, Dictionaries, and other books needed for reference in the Reading

Room; all books not easily to be replaced, in consequence of their rarity or value; all books expressly given for reference only; and all books deemed by the Trustees to be unsuited for general circulation, shall be used only in the Reading Room; provided, nevertheless, that, in order to give the widest practicable use of the Library consistent with its greatest efficiency, any person desiring to borrow any book whatever, and stating the reasons for it in writing to the Trustees, or to a committee appointed for that purpose, shall, if they deem the reasons sufficient, receive from them a permission to borrow it on such conditions as will insure the most beneficial use of it compatible with its safety. See Appendix, (10.)

Article 10. Any book detained one week beyond the time limited by these regulations, shall be sent for by the Librarian, and the expense incurred in obtaining it shall be paid by the person who has so detained it. See Appendix, (11.)

Article 11. All injuries to books beyond a reasonable wear, and all losses, shall be made good to the satisfaction of the Trustees by the persons liable; every book detained above three months being regarded as lost.

Article 12. All books are required to be returned to the Library fourteen days before the annual examination in October, under penalty of a fine of one dollar; but seasonable notice of the time of returning them shall be given by the Librarian annually in the newspapers that advertise for the city.

Article 13. Any person abusing the privilege of taking books from the Library, by the violation of any of these regulations, or in any other way, shall be immediately reported to the Trustees, who shall, if they

think the case requires it, exclude such person, for a time or permanently, from the use of the books, according to the nature and degree of the delinquency or default. See Appendix, (2.)

CHAPTER III.

OF THE LIBRARIAN AND HIS DUTIES.

Article 1. The Librarian shall, under the direction of the Trustees, have the charge and superintendence of all the rooms of the Public Library, and of all the rooms connected with it, and shall be responsible for the due care and keeping of all the books or other public property contained in them.

Article 2. He shall be present in the Library, in person or by an assistant, during such times as it may be open to the public, and during all other times when required by the Trustees to be there; — performing, in such a manner as they may prescribe, whatsoever duties are usually required of a Librarian.

Article 3. He shall arrange all the books on the shelves in an order convenient for use, and shall enter in a record to be kept, for that purpose, the time when each book was received; its condition; its cost, if purchased; the name of its donor, if given; and all other facts in relation to it, which the Trustees may direct.

Article 4. He shall make, and keep on uniform cards, and in such a manner as the Trustees may direct, a complete alphabetical catalogue of the Library, by the full title of the books; — permitting any person to consult it, through him.

Article 5. He shall prepare, and, from time to time, as the Trustees may direct, shall print a catalogue of the Library, by the short titles of the books;—specifying the number of the shelf on which each book may stand, and its own number on the shelf;—and when copies enough of the catalogue shall have been reserved for use in the Reading Room, the remainder may be sold to persons using the Library.

Article 6. He shall acknowledge all gifts to the Library as soon as they shall have been reported to the Trustees and accepted; first procuring the signature of the President of the Board of Trustees to each acknowledgment he may make.

Article 7. He shall keep a careful record of all such books as may be asked for, and are not in the Library; exhibiting it to the Trustees at every regular meeting of the Board.

Article 8. He shall cause all books and pamphlets in the Library to be marked, by impression or otherwise, with the words, "Public Library of the City of Boston."

Article 9. He shall cause a book-plate to be securely fastened in each volume belonging to the Library;—noting on it the date of the book's reception; the name of the donor, if it be a gift; and the number it may bear in the catalogue of accessions.

Article 10. He shall cause to be marked on each volume in the Library, or on the back of its cover, the number of the shelf on which it is kept, and its own number as it stands on the shelf.

Article 11. He shall cause every volume intended for circulation, to be neatly covered with suitable paper, and to have attached to it such rules of the Library as

are needful to be known by those who may use it; — but he shall permit no book to be used until it shall have been entered both in the catalogue of accessions, and the card-catalogue.

Article 12. He shall, before the last day in October in each year, prepare for examination all the books and property of the Library under his control, and shall, at the same time, make, in writing, and present to the Trustees, a detailed and circumstantial report on its condition and increase during the year preceding.

CHAPTER IV.

OF ALTERATIONS OF THE RULES.

These Rules and Regulations, or any of them, may be repealed, amended, altered, or enlarged, at any legal meeting of the Trustees of the Library, a majority of the whole number of Trustees concurring.

APPENDIX.

FORMS that will be needed in the administration of the Library according to the preceding rules, and which shall always be furnished at the Library free of expense.

(1.)

CERTIFICATE to be given by a Parent or Guardian, to a *Minor*, over sixteen years old, who wishes to frequent the *Reading Room* of the Public Library. (See Rules, I. 2.)

BOSTON, 18 .

The subscriber requests permission for , a *Minor*, residing at No. in Street, to frequent the *Reading Room of the Public Library*, and will become responsible for said Minor's observance of the Rules of the Library, and for any damage that may accrue to the Library in consequence of granting such permission.

Signed, *Parent*, [*or Guardian.*]

Residing at No. in Street.

(2.)

NOTICE to a person responsible for one who has failed to observe the Regulations of the Library. (See Rules I. 2 and 6, and II. 13.)

BOSTON, 18 .

To , residing at No. in Street.

A. B., residing at No. in Street, for whose observance of the Regulations of the Public Library you became surety on the day of 18 , has failed to observe them, and the *privilege is therefore withdrawn* by order of the Trustees.

Signed, *Librarian.*

(3.)

CARD *indispensable* for those who wish to read books belonging to the Public Library *in its Reading Room*; — which card, when its blanks are filled up, is to be returned to the Librarian, and another one issued by him in lieu of it. (See Rules, I. 3.)

Books asked for *to be used only in the Reading Room,*

By residing No. in Street.

SHELF.	NO.	VOL.	SHELF.	NO.	VOL.

(4.)

CERTIFICATE for a person who is an officer of the city government, or a person regularly employed by it. (See Rules, II. 1.)

First. For an officer: —

BOSTON, 18 .

This certifies that the bearer, residing at No. in Street, is an *Officer of the City Government*, and, as such, is entitled to the privileges of the Public Library.

Signed, *City Clerk.*

Second. For a person in the city's regular employment: —

BOSTON, 18 .

This certifies that the bearer, , residing at No. in Street, is *in the regular employment of the City Government*, and, as such, is entitled to the privileges of the Public Library.

Signed, *City Clerk.*

(5.)

VOUCHER for any person who, under the assurance of a respectable and responsible citizen, wishes *to borrow books* from the Public Library *for home use.* (See Rules, II. 1.)

BOSTON, 18 .

I, the subscriber, hereby certify that , residing at No. in Street, is *a fit person to enjoy the privileges of the Public Library*, and that I will be responsible for the observance, by said , of the Rules of the Library, and will make good any injury or loss the Library may sustain from the permission that may be given in consequence of this certificate.

Signed,

Residing at No. in Street.

(6.)

CERTIFICATE for a pupil in the *Normal School.* (See Rules, II. 1.)

BOSTON, 18 .

This certifies that the bearer, , residing at No. in Street, is a pupil of the *Normal School* of the city of Boston, and, as such, entitled to the privileges of the Public Library.

Signed, *Master of the Normal School.*

(7.)

CERTIFICATE for medal scholars and for others, selected on account of their merit, to receive the privileges of the Library. (See Rules, II. 1.)

BOSTON, 18 .

This certifies that the bearer, , residing at No. in Street, and *graduated with distinction at one of the public schools* of the city of Boston, in 18 , is for proficiency in studies, and for good personal character, entitled to enjoy the privileges of the Public Library.

Signed, *Chairman of the Sub-Committee of School.*

(8.)

CARD for those who wish to *borrow* books from the Library, which card is to be renewed whenever its blanks have been filled, and it has been returned to the Librarian. *It is indispensable* to those who ask for books for *home use.* (See Rules, II. 3.)

TAKEN FROM THE PUBLIC LIBRARY

By _____

Residing _____ *Page* _____

SHELF.	NO.	VOL.	SHELF.	NO.	VOL.

(9.)

CARD for books *wanted*, but *not* in the Library. (See Rules, II. 7.)

BOSTON, 18 .

The subscriber recommends that a book entitled in vols. in printed at in the year be procured for the Public Library of the city of Boston.

Signed,

Residing at No. in Street.

(10.)

SPECIAL PRIVILEGE to take out books not commonly circulated. (See Rules, II. 9.)

To the Librarian of the Public Library.

The bearer, residing at No. in Street, is authorized to take out and retain the same for the space of weeks.

Signed, *Committee on Special Permissions.*

(11.)

FOR RECALLING a book that has been detained too long. (See Rules, II. 10.)

PUBLIC LIBRARY, Boston, 18 .

To , residing at No. in Street.

You are requested to deliver to the bearer borrowed by you from the Public Library, *and which has been retained beyond the time allowed by the Regulations of the Library.*

Signed, *Librarian.*